

CPAIS QuickGuide: FY06 FRPC Updates

Overview

This tutorial explains each of the required data elements for FRPP/FRPC reporting. To navigate through the tutorial, click the green arrow at the bottom of each page. In some cases, you can learn additional information about an element by clicking links. At the end of this tutorial, you can take a small quiz to test your knowledge of the data elements.

Before you begin the tutorial, here's how the information is set up:

- Each topic explains one of the data elements and, if applicable, any sub-elements.
- Some topics have examples.
- Each topic provides the Data Dictionary definition as provided by the FRPC. The definitions for this tutorial are from the August 4, 2006 Data Dictionary.

Let's start off with some universal truths about the data elements:

- Only records with a Status of Existing – Operational, Existing – Excess, or Existing – Abandon are reported on the FRPP with their applicable data elements.
- Regardless of the Status, if a checkmark has been placed in the Exclude from FRPP field, the record will not be reported.
- If data gaps exist for a record that is “Existing” and “Exclude from FRPP” is not checked, this record will not be include on the FRPP report. You might get a call.
- Everything is subject to change. Make sure you are using the latest advice available.

Real Property Type

This two-character element identifies the asset as being either land (20), a building (35), or a structure (40).

Data Dictionary Definition

Real Property Type indicates the asset as one of the following categories of real property (valid codes are in parentheses):

- Land (20)
- Building (35)
- Structure (40)

The CPAIS Connection

If you have properly entered data using these four tabs, your agency's property records will be automatically coded with land (20), a building (35), or a structure (40).

Buildings	Land Acquisitions	Land Use	Other Structures and Facilities
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- Be sure all records found on the Buildings form are actually buildings. Qualifying records on this form are reported on the FRPP as Real Property Type 35.
- Only General PP Land and Leased Land records on the Land Acquisition form will be reported on the FRPP as Real Property Type 20. Stewardship and Public Domain lands are not reported per the data dictionary guidance.
- Other Structures and Facilities are just that, the other stuff. Typically they are constructed assets that do not meet the definition of a building such as bridges, dams and roads and are reported on the FRPP as Real Property Type 40.
- Land Use records which include Administrative Sites and Forest Service Recreation Sites are reported as Structures (40). Land Use records are created to pool minor other structures like tables, grills, fences, and utility systems together that serve one site.

Real Property Use

Real Property Use indicates what the major portion of the asset is used for. For example, if you are working with an asset that is primarily used as an office building, then the Real Property Use is Office.

Data Dictionary Definition

Real Property Use indicates the asset's predominant use in one of the following categories:

- Land Predominant Use (24 categories)
- Building Predominant Use (15 categories)
- Structure Predominant Use (21 categories)

Note: Predominant Use means the use to which the greatest portion of real property asset (land, building, or structure) is currently put. For example, buildings used primarily for office purposes are classified as “office,” even though certain portions of them may be used for storage or research. A real property asset must have one predominant use code. Real Property Predominant Use categories, along with descriptions and associated 2-digit codes, can be found in Section D: Definitions and Codes –Predominant Use.

The CPAIS Connection

Each property type form has a Predominate Usage field. This field is mapped to the Real Property Use code for the FRPP. Use the list to select the value that best describes the primary use of the building. Subcategory values are no longer part of the Predominate Use value. Subcategories that further describe a building's use can be entered, but are now optional.

The examples below show where the Predominate Usage field is found on each property form and the valid list of values. You may also use the Explorer – Property form and respective tabs to view and update this data.

Predominate Usage

Details Details Cont. Address

Installation ID Site *Agency

*Building ID

*Property Type

*Predominant Usage

Status

Ownership

Gross SqFt

FRPC Status

Mission Dependency

Remarks

Linked Land Restrict

Find %

Category	GSA Code
OFFICE	10
POST OFFICE	14
HOSPITAL	21
PRISON (GOVERNMENT-OWNED ONLY)	22
SCHOOL	23
OTHER INSTITUTIONAL USES	29
FAMILY HOUSING	30
DORMITORIES/BARRACKS	31
WAREHOUSES	41
INDUSTRIAL	50
SERVICE	60
COMMUNICATION SYSTEMS	72
NAVIGATION AND TRAFFIC AIDS	73
LABORATORIES	74
ALL OTHER	80

Enter Predominant Use for buildings in this field.

Buildings Predominant Usage field

Land Unit Predominant GSA Usage

Land Details Land Address Acquisition

Installation Site *Agen

*Land Unit ID

*Property Type

*Org

*Predominant Usage

*Type

*Rural

*Urt

Total

Status

FRPC Status

Mission Dependency

Historical Status

Unique Land ID

Remarks

Restrictions

Find %

Name	GSA
AGRICULTURAL	01
AIRFIELDS	12
COMMUNICATION SYSTEMS	72
FLOOD CONTROL AND NAVIGATION	18
FOREST AND WILDLIFE	07
GRAZING	04
HARBOR AND PORT TERMINALS	13
HOUSING	30
INDUSTRIAL	50
INSTITUTIONAL	20
MISCELLANEOUS MILITARY LAND	11
NAVIGATION AND TRAFFIC AIDS	73
OFFICE BUILDING LOCATIONS	10
OTHER LAND	80
PARKS AND HISTORIC SITES	08
POST OFFICE	14
POWER DEVELOPMENT AND DISTRIBUTION	15
RECLAMATION AND IRRIGATION	16
RESEARCH AND DEVELOPMENT	70
SPACE EXPLORATION	65
STORAGE	40
TRAINING LAND	81
VACANT	19
WILDERNESS AREAS	09

Enter Predominant Use for acquired lands in this field.

Acquired Lands Predominant Usage field

Feature Details Details Cont. Address

Installation Site *Agency

*Feature ID

*Property Type

*Org

Category

*Predom Usage

Status

Ownership

Quantity

FRPC Status

Mission Dependency

Remarks

Restrictions

Other Features Predominant GSA Usage

Find %

Name	GSA
AIRFIELD PAVEMENTS	12
SPACE EXPLORATION STRUCTURES	65
HARBOR AND PORT FACILITIES	13
PARKING STRUCTURE	66
POWER DEVELOPMENT AND DISTRIBUTION	15
RECREATION - OTHER THAN BUILDINGS	75
RECLAMATION AND IRRIGATION	16
WEAPON RANGES	82
FLOOD CONTROL AND NAVIGATION	18
STORAGE	40
INDUSTRIAL	50
SERVICE	60
RESEARCH AND DEVELOPMENT	70
UTILITY SYSTEMS	71
COMMUNICATION SYSTEMS	72
NAVIGATION AND TRAFFIC AIDS	73
ROADS AND BRIDGES	76
RAILROADS	77
MONUMENTS AND MEMORIALS	78
MISCELLANEOUS MILITARY FACILITIES	79
ALL OTHER	80

Enter Predominant Use for Other Structures in this field.

Other Structures Predominant Usage field

Legal Interest

In CPAIS, this field is called Property Type, so you are probably familiar with it already. The Property Type is USDA Leased, USDA Owned, or Otherwise Managed (State Owned or Foreign Owned).

Data Dictionary Definition

a.) LEGAL INTEREST INDICATOR

Legal Interest Indicator is used to identify a real property asset as being owned by the Federal Government, leased to the Federal Government (i.e., as lessee), or otherwise managed by the Federal Government (valid codes are in parentheses):

- **Owned (G):** The Federal Government has fee simple interest for the real property asset.
- **Leased (L):** The rights to use the real property asset have been assigned to the Federal Government by a private entity or a non-Federal Government entity for a defined period of time in return for rental payments.

Otherwise Managed:

- **State Government-Owned (S):** A U.S. state government holds title to the real property asset but rights for use have been granted to a Federal Government entity in other than a leasehold arrangement.
- **Foreign Government-Owned (F):** A foreign government holds title to the real property asset but rights for use have been granted to a Federal Government entity in other than a leasehold arrangement.

Note: Section 2 of EO 13327 defines Federal real property as including “real property owned, leased, or otherwise managed by the Federal Government, both within and outside the United States, and improvements on Federal lands.” The EO excludes other interests in real property as noted on page 3. Therefore, only Federal Government-owned, leased or otherwise managed property is to be reported. For property where the Federal Government occupies the property via easement, the property is not reported, as it is excluded in the EO. For Federal Government-owned property where the Federal Government has issued an easement to another entity, the property should be reported as Federal Government-owned, but the easement should be listed in Restrictions (data element #23).

Note regarding GSA leases: Unchanged from previous years, agencies do not report GSA leases as part of their real property inventory. GSA is the responsible agency for reporting GSA-signed leases. For delegated leased properties, where GSA delegates its authority to another agency to lease space in which that agency signs a lease, that agency will report the leased property.

Note: For property occupied under a lease agreement where rental payments are zero (\$0), report property's Legal Interest as "Leased." Federal Real Property Council Real Property Inventory - User Guidance for FY 2006 Reporting August 4, 2006 For internal government use only –not for public release Page 6

b.) LEASE MAINTENANCE INDICATOR (OPTIONAL FOR FY06)

The Lease Maintenance Indicator will be required for all leased assets (i.e., all assets with Legal Interest equal to "Leased") starting in FY07 (optional for FY06 reporting). See also Condition Index (data element #11).

- **Lease Maintenance Indicator (Y/N):** Indicate Yes (Y) or No (N) as to whether agency is responsible for maintaining the condition of the asset.

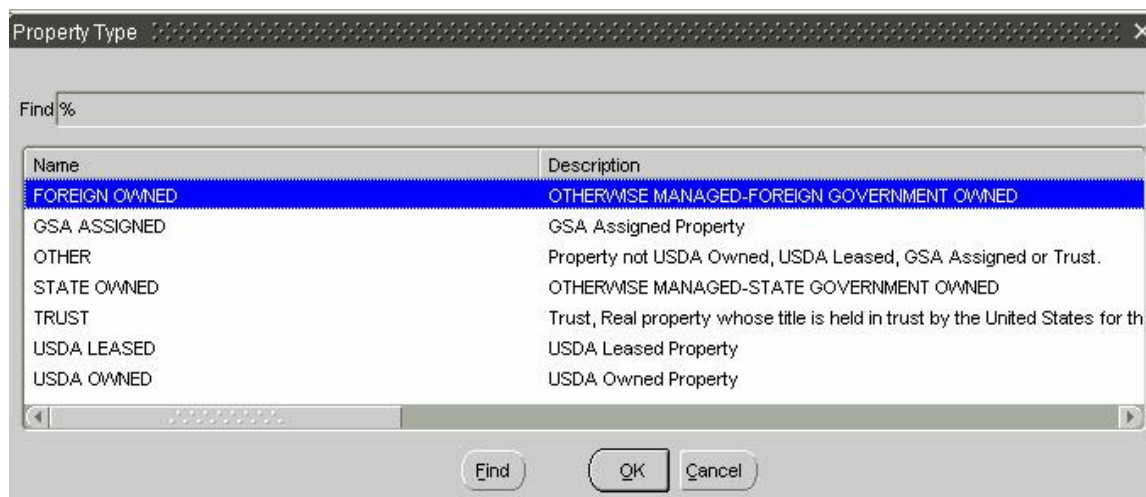
The CPAIS Connection

Legal Interest is called Property Type on the property forms.



The Property Type field

Only USDA Owned, USDA Leased, Foreign Owned and State Owned property types are reported on the FRPP. Be careful when you create a property record because this field cannot be updated once the property record has been created. If you notice a mistake has been made, please contact your Agency Point of Contact who can submit a HelpDesk ticket. Corrections are possible if no implications to real property accounting data have been found.



The Property Type list of values

GSA Assigned properties are reported by GSA. Other and Trust properties are not reported per the data dictionary.

Status

Status indicates if the asset is Active (A), Inactive (I), or Excess (E). This data element also has a sub-element called Outgrant Indicator. Outgrant refers to federally-owned or leased property that is being used by another party.

Data Dictionary Definition

c.) STATUS INDICATOR

Status Indicator reflects the predominant physical/operational status of the asset. Buildings, structures and land assets will have one of the following attributes (valid codes are in parentheses):

- **Active (A):** Currently assigned a mission by the reporting agency.
- **Inactive (I):** Not currently being used but may have a future need. Includes real property in a caretaker status (closed pending disposal; for example, facilities that are pending a BRAC action) and closed installations with no assigned current federal mission or function.
- **Excess (E):** Formally identified as having no further program use of the property by the landholding agency.

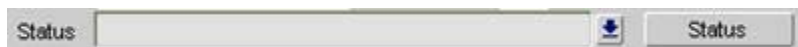
d.) OUTGRANT INDICATOR

In addition to the predominant Status of the property, each asset where the Legal Interest equals “owned” or “leased” will have an Outgrant Indicator. Outgrant refers to Federal Government-owned or leased real property in which rights have been conveyed or granted to another entity.

- **Outgrant Indicator (Y/N):** Indicate Yes (Y) or No (N) as to whether rights have been conveyed or granted to another entity.

The CPAIS Connection: Status

CPAIS property forms have a Status field and this field is updated by using the Status History form. Next to each Status field is a Status button, as shown in the image below.



The Status field

When you click the Status button, the Status History form opens. Use the Status list to select the value that best describes the physical and/or operational status of the asset.

You can also use the Explorer—Property form to update this field.

The screenshot shows a software interface with two columns on the left labeled '*Status' and '*Effective Date'. To the right is a 'Status' dropdown menu. The dropdown is open, showing a list of status values: 'DISPOSED' (highlighted in blue), 'EXISTING - ABANDONED', 'EXISTING - EXCESS', 'EXISTING - EXCESS TO DEPT', 'EXISTING - EXCESS TO GSA', 'EXISTING - OPERATIONAL', 'PLANNED', 'UNDER CONSTRUCTION', and 'UNKNOWN'. Above the list is a search box labeled 'Find %'.

The Status field on the Explorer--Property form

Remember, when exiting the Status History form, click the Back button to return to the previous form.

When the FRPP is generated, a crosswalk is used to convert the CPAIS Status to one of the FRPP Status values.

The CPAIS Connection: Outgrant Indicator

Use the Outgrant Indicator field found on all property forms and the Explorers to indicate (Y)es or (N)o per the definition.

The screenshot shows a field labeled 'Outgrant Indicator'. The dropdown menu is open, showing two options: 'N' (highlighted in blue) and 'Y'.

The Outgrant Indicator field and list of values

Historical Status

When you provide information for this data element, you are indicating the asset's historical significance.

Data Dictionary Definition

Land, Buildings and structures (owned and leased) will have one of the following Historical Status attributes (valid codes are in parenthesis):

- (1) National Historic Landmark - NHL;
- (2) National Register Listed - NRL;
- (3) National Register Eligible - NRE;
- (4) Non-contributing element of NHL/NRL district;
- (5) Not Evaluated;
- (6) Evaluated, Not Historic

Note: Historical Status is reported on all buildings, structures and land assets, except those land assets that have been evaluated and for which disclosure of historic status is restricted based upon EO 13007 and Section 304 of the National Historic Preservation Act.

The CPAIS Connection

The Historical Status field is found on the Details Cont. tab for Buildings and Other Structures and Facilities assets. The field is found on the Details tab for Land Acquisition and Land Use assets. It is also found on the Explorers.

The values are identical to the ones found in the data dictionary.

The screenshot shows a software window with multiple tabs: 'Details', 'Details Cont.', 'Address', 'Historical Status', and 'Feasibility'. The 'Historical Status' tab is active, displaying a dropdown menu. The dropdown menu is open, showing a list of values. The first value, 'EVALUATED, NOT HISTORIC', is highlighted in blue. The other values are: 'NATIONAL HISTORIC LANDMARK - NHL', 'NATIONAL REGISTER ELIGIBLE - NRE', 'NATIONAL REGISTER REGISTERED - NRL', 'NON-CONTRIBUTING ELEMENT OF NHL/NRL DIST', and 'NOT EVALUATED'. Below the list are three buttons: 'Find', 'OK', and 'Cancel'. A mouse cursor is pointing at the 'OK' button. In the background, the 'Details' tab is visible, showing a form with fields for 'Historical Status', 'Date Last Inspected', 'Year Constructed', 'Maintenance Level', 'Design Capacity SqFt', 'Utilization %', and 'Unique Feature ID'. There are also checkboxes for 'Child Care' and 'Business District', and a 'Hazards' button.

The Historical Status field and list of values

Reporting Agency

The Reporting Agency is the Federal agency responsible for the legal and financial aspects of the asset; this usually means the agency that holds the title to the asset, and is, most likely, the agency you are entering data for. For FRPP, the Agency Bureau Code is used to identify the agency. This four-digit code always begins with "12", which represents USDA. For example, the Agricultural Research Service Agency Bureau Code is 1205.

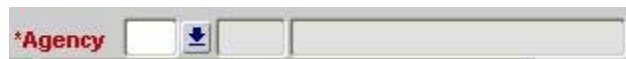
Data Dictionary Definition

Reporting Agency refers to the Federal Government Agency/Bureau reporting the property to the FRPC inventory database.

Provide the 4-digit Agency Bureau Code for the agency reporting the property. The agency bureau code is a 4-digit GSA-provided code identifying the agency and bureau. The first two digits identify the agency; the last two digits identify the bureau within the agency.

The CPAIS Connection

Agency is a mandatory data element for all asset records. The Reporting Agency is the same as the Agency recorded in the Agency field.

A screenshot of a software interface showing a field labeled '*Agency' in red text. To the right of the label is a small white input box, followed by a blue button with a white downward arrow, and then a larger, empty rectangular field.

The Agency field

Agency is entered when a record is created and cannot be changed after the record has been saved.

Using Organization

The Using Organization data element indicates which Federal agency is actually occupying the property. In many cases, this data element may be the same as Reporting Agency, but in some cases the codes will be different because the agency that owns the asset is letting another agency use it. Again, this field uses the Agency Bureau Code. If a non-Federal entity is using the asset, choose "9999" as the Using Organization.

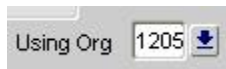
Data Dictionary Definition

Using Organization refers to the predominant Federal Government Agency/Bureau (or other non-Federal Government entity) occupying the property.

Provide the 4-digit Agency Bureau Code of the predominant user of the property. If property is occupied by a non-Federal Government entity (e.g., private sector), provide "9999" for the Using Organization value. The agency Bureau Code list is maintained by GSA, as noted above for Reporting Agency.

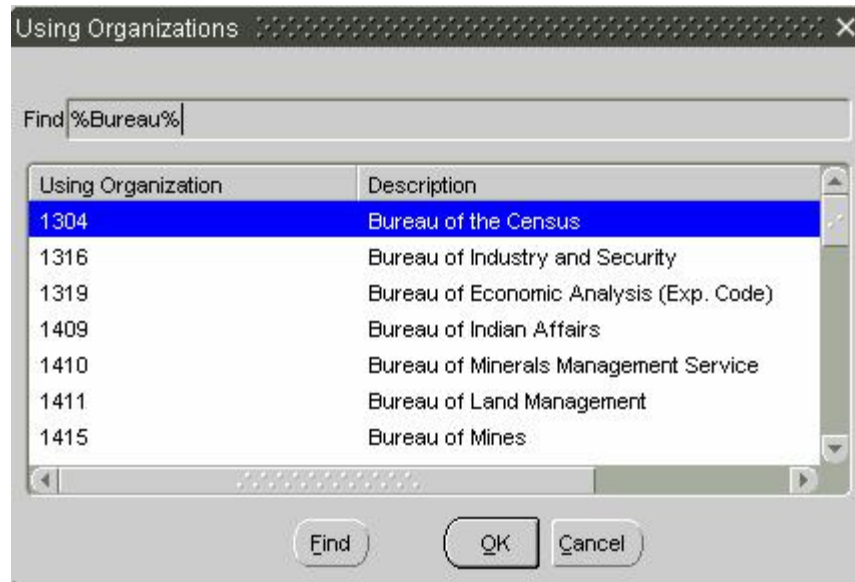
The CPAIS Connection

The Using Org field on all property forms and the Explorer is the field that represents Using Organization. The list of values is quite large and is in numeric order. Unless you know the 4-digit code for the Using Organization, it is highly recommended you use the Find function on the top of the List of Values window.



The Using Org field

To find an Agency on this list using its name, you need to bracket the name (or any part of the name) with wildcard symbols (%) and then click the Find button on the bottom of the LOV window. The example below shows the word "Bureau" with percent signs before and after the word. CPAIS will search for and return records where "Bureau" is in the name.



The Using Org list of values

Size

Size refers to the quantity and unit of measure (UOM) used for each property type. In many cases, CPAIS has a default value, such as "EACH", for the unit of measure. Other times, the unit of measure may be in gross square feet (GSF). Check the Data Dictionary for the full list of unit of measures for each property type.

Data Dictionary Definition

Size refers to the size of the real property asset according to appropriate units of measure. The unit of measure used for the three real property types is as follows:

- For land, the unit of measure is acreage and is designated as either Rural Acres or Urban Acres.
- For buildings, the unit of measure is area in square feet and designated as Gross Square Feet (GSF).
- For structures, refer to the Structural Unit and the Unit of Measure for reporting the size of specific types of structures.

a.) RURAL ACRES (LAND)

Provide the number of rural acres associated with each land asset record.

b.) URBAN ACRES (LAND)

Provide the number of urban acres associated with each land asset record.

c.) GROSS SQUARE FEET (BUILDINGS)

Provide the total area in gross square feet.

d.) STRUCTURAL UNIT (SIZE)

e.) UNIT OF MEASURE (STRUCTURES)

Provide both the size (or quantity) and the unit of measure for the structure. Table 2 ... provides the valid units of measure for each predominant use category for structures.

Table 2: Structural Units of Measure for Predominant Use Categories		
Code	Predominate Use Category for Structures	Valid Units of Measure
12	Airfields Pavements	Square Yards
13	Harbors and Ports	Square Yards
15	Power Development and	Each, Linear Feet

FRPP Data Elements

	Distribution	
16	Reclamation and Irrigation	Each, Linear Feet
18	Flood Control and Navigation	Each, Linear Feet
40	Storage (other than buildings)	Each, Linear Feet
50	Industrial (other than buildings)	Each, Linear Feet
60	Service (other than buildings)	Each
65	Space Exploration Structures	Each
66	Parking Structures	Square Yards
70	Research and Development (other than labs)	Each
71	Utility Systems	Each, Linear Feet, Miles
72	Communications Systems	Each, Miles
73	Navigation and Traffic Aids (other than buildings)	Each
75	Recreational (other than buildings)	Each
76	Roads and Bridges	Lane Miles, Square Yards
77	Railroads	Miles
78	Monuments and Memorials	Each
79	Miscellaneous Military Facilities	Each
82	Weapons Ranges	Each
80	All Other	Each, Lane Miles, Linear Feet, Miles, Square Yards

The unit of measure is reported along with the size of the structure. The database codes for the units of measure are as follows:

- Each (1)
- Lane Miles (2)
- Linear Feet (3)
- Miles (4)
- Square Yards (5)

The CPAIS Connection

The quantity and unit of measure fields are found on the Details tab for each property type and on the Explorer forms.

Land Acquisition – Acres

The fields below are found on the Details tab of the Land Acquisition form and on the Explorer.

*Rural	15.00	*Urban	.00
Total	15.00	ACRES	

The Size fields for Land Acquisitions

USDA Owned Buildings – Gross Square Feet

The Gross SqFt field is where the size data for buildings comes from. This data needs to be manually entered and is not derived from any other source.

The screenshot shows the 'Details' tab of the 'USDA Owned Buildings' form. The 'Gross SqFt' field is highlighted with a red box and contains the value '1,230'. Other fields include 'Installation ID' (08940), 'Site' (00), 'Agency' (03), 'Building ID' (1200B00047), 'Property Type' (USDA OWNED), 'Predominant Usage' (OFFICE), 'Status' (EXISTING - OPERATIONAL), 'Mission Dependency' (MISSION CRITICAL), and 'Using Org' (1205).

The Size field for USDA OWNED buildings

USDA Leased, State Owned and Foreign Owned Buildings – Total Space SqFt

Total Space SqFt is the Size reported and is derived from the data entered in the Building Floor/Room Usage block.

*Building ID	Name
190800B067	SEED PROCESSING CENTER

*Floor	*Room	*Space Usage Type	*Space	*UOM	Shared?	No. of Scientists
ALL	ALL	STORAGE	2,526	SF		
ALL	ALL	USABLE - GENERAL OFFICE	2,986	SF		

The Size fields for USDA Leased, State Owned, and Foreign Owned buildings

Other Structures and Facilities

Enter size data by using the Quantity field and identifying the corresponding Unit of Measure. Each structure type has a specific Unit of Measure that is to be used with its records. In this example, Bridge records are measured in Square Yards per the data dictionary guidance.

*Type	*Feature ID	Name
BRIDGE	543400S081	1902 YELLOWSTONE RIVER BRIDGE

Quantity	UOM
500	SQUARE YARDS

The Size fields for Other Structures and Facilities

Utilization

Simply put, utilization is the amount of the building being used for its primary purpose. Utilization only applies to buildings, and utilization is only reported for certain kinds of buildings; these buildings have a predominant use of office, hospital, warehouse, laboratory, or housing. Another important aspect of utilization is that it is calculated differently based on the predominant use of the building. Utilization is calculated as a percentage then given a corresponding FRPP code.

Data Dictionary Definition

Utilization is defined as the state of having been made use of, i.e., the rate of utilization. Utilization rate for each of the five Building Predominant Use categories is defined as follows (valid codes are in parentheses):

- Office (10) –ratio of occupancy to current design capacity.
- Hospital (21) –ratio of occupancy to current design capacity.
- Warehouse (41) –ratio of gross square feet occupied to current design capacity.
- Laboratory (74) –ratio of active units to current design capacity.
- Housing (30, 31) –percent of individual units that are occupied.

Note: The housing utilization rate does not need to be reported at the individual housing unit level; however, the manner in which it is measured and reported by the agency should be determined in consultation with OMB.

Notes:

- Current design capacity is defined as the maximum capacity at which an asset, facility or system can operate, regardless of statutory, regulatory, contractual or other conditions or restrictions.
- Agencies will have flexibility for determining current design capacity.
- Agencies may use their best judgment in determining utilization of laboratories when the data is not available to calculate utilization in accordance with the definition stated above.

Table 3 below identifies the categories and percent utilization used to determine the rate of utilization.

Table 3: Categories and Percent Utilization

Building Use Categories/Codes					
Utilization Categories and Codes for Reporting	Office (10)	Hospital (21)	Warehouse (41)	Laboratory (74)	Housing (30, 31)
Over-utilized (1)	>95%	>95%	>85%	>85%	N/A
Utilized (2)	75-95 %	70-95 %	50-85 %	60-85 %	85-100 %
Under-utilized (3)	<75%	25-70 %	10-50 %	30-60 %	< 85%
Not utilized (4)	N/A	<25%	<10 %	<30%	N/A

The CPAIS Connection

Office

To complete Office utilization, data must be entered in the Occupancy block on the very bottom of the Buildings form or Explorer. To enter Occupancy, at least one Floor/Room Usage record must be created first.

The screenshot shows the CPAIS interface. The 'Floor/Room Usage' section is at the top, with fields for Floor (1), Room (ALL), Space Usage Type (USABLE - GENERAL OFFICE), Space (1,440 SF), UOM (SF), Shared? (checkbox), and No. of Scientists (input field). Below this is the 'Occupancy' section, which includes a table with columns for Agency, Name, Personnel Type, No. of Personnel, and No. of Workstations. The 'No. of Personnel' and 'No. of Workstations' fields are highlighted with a red box, showing values of 10 and 10 respectively.

The No. of Personnel and No. of Workstations fields

Hospital, Warehouse, Laboratory and Housing

To complete Utilization data for all other Buildings where utilization is a required data element, fill in both the Design Capacity SqFt and Occupied Units SqFt. These fields are found on the Details Cont. tab. Utilization will be calculated and the corresponding code will be reported for each candidate building.

Details	Details Cont.	Address	Operation/Energy	Acquisition	Accessibility
Historical Status	<input type="text"/>	Condition Rating	<input type="text"/>		
Date Last Inspected	<input type="text"/>	Maintenance Responsibility	<input type="text"/>		
Year Constructed	<input type="text"/>	Inventoried	<input type="text"/>		
Maintenance Level	<input type="text"/>	<input type="checkbox"/> Antenna			
	<input type="checkbox"/> Child Care				
	<input type="checkbox"/> Business District	<input type="checkbox"/> Historical District			
Design Capacity SqFt	<input type="text"/>	Occupied Units SqFt	<input type="text"/>		
Utilization %	<input type="text"/>				
Unique Feature ID	<input type="text"/>				
<input type="button" value="Hazards"/>					

The Design Capacity SqFt and Occupied Units SqFt fields

Value

Value refers to the cost of replacing an existing constructed asset at today's standards.

Data Dictionary Definition

Value is defined as the cost of replacing the existing constructed asset at today's standards. The Value reported must be greater than or equal to zero.

Formula: $\text{Value} = \text{Unit} \times \text{Unit Cost} \times \text{Overhead Factor}$

Notes:

- The result is adjusted by area cost and inflation, as appropriate.
- For leased and otherwise managed property, Unit should be based on the area as specified in the lease agreement.
- Overhead Factor includes other costs that are associated with construction, such as planning and design, historic factor, supervision, inspection, and other overhead costs. The intent at the moment is for agencies to define their own guidance and regulations for implementing the Value formula. Agencies such as DoD and GSA have published cost guidance that can be used by other agencies.

The CPAIS Connection

USDA Owned Buildings

Value is calculated by using the Facility Master Plan form. The building's GSF is required for this form to work properly. As always, you can only enter data in the white fields. Grey fields are derived or the data comes from another location in the database. Enter the current fiscal year and the average cost per square foot replacement cost for the building type (refer to your agency's guidance). The CRV or current replacement value will be calculated for you. This amount will be used to report Value on the FRPP.

Facilities Master Plan

Buildings

Building ID	Name
1200B00005	OFFICE #005

Installation ID: 08940 Site: 00 Agency: 03 Org: 1205 Agricultural Research Service
 Property Type: USDA OWNED
 Predominant Usage: OFFICE Subcategory: OFFICE
 Status: EXISTING - OPERATIONAL Ownership:
 Year Constructed: 1942 Date Last Inspected:
 Historical Status: NATIONAL REGISTER ELIGIBLE
 Exclude on FRPP: ☐ Restrictions:

Facilities Condition

Year	Method	GSF	Avg /Cost/SqFt	CRV	Deferred Maintenance	WCF Rate	WCF Collection	CI
2006	Av/SqFt	52580	238.7	12,552,423.40	1,009,949.00			91.9542

The Facilities Master Plan form for Buildings

USDA Leased Buildings

The leased Line Total for each leased building will be the reported Value on the FRPP. If more than one line total exists for one building, the Sum of the line totals will be the Value.

Installation Lease **Buildings** Land Other Structures Mods

*Building ID	*Name	*Predominant Usage	Space	UOM	Avg Price/UOM	
L0717	MT BAKER RD	OFFICE	17,106 SF		15.61	Linked Land
L0012-D	05 MT BAKER WAREHOUSE	WAREHOUSES	4,800 SF		15.61	Linked Land

Floor/Room Usage

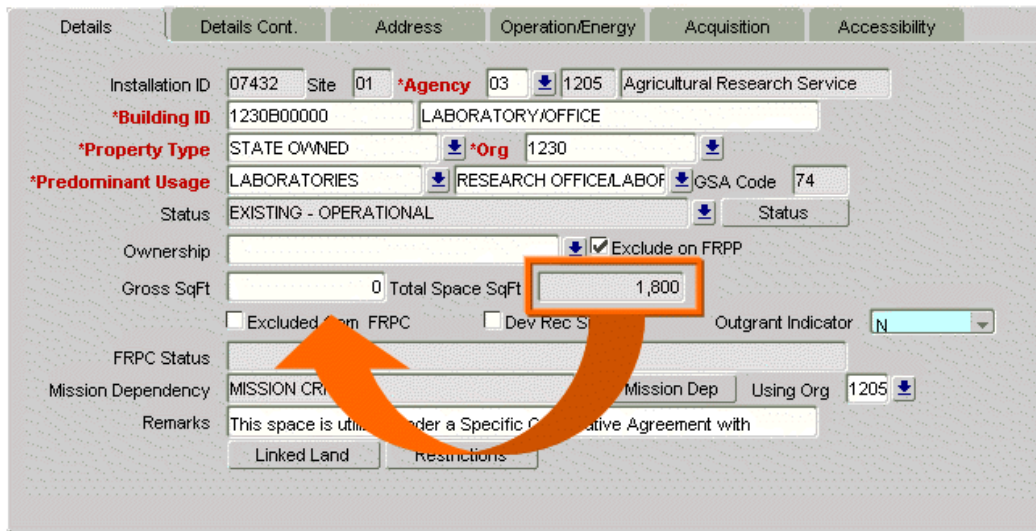
*Floor Name	*Room Name	*Space Usage Type	*Space	*UOM	*Price/UOM	Line Total
1	OFFICE	USABLE - GENERAL OFFICE	17,106 SF		15.61	267,024.66

USDA Leased Buildings Value fields

Otherwise Managed Buildings

The first step in deriving Value for State and Foreign Owned buildings is to enter the Total Space SqFt amount for these buildings into the Gross SqFt field using the buildings form. Once this has been completed, go to the Facility Master Plan form, Buildings tab. Enter the year, 2006, and tab over to the Avg/Cost/SqFt field. GSF will be autopopulated with the amount of space used per the agreement if you completed the first step mentioned above. In the Avg/Cost/SqFt field, enter the amount that when multiplied by the square footage the total will equal the Annual Cost of the MOU or agreement. This is the dollar amount you should see in the CRV field. This is also the Value that will be reported on the FRPP.

In the below example, the Total Space Sq Ft of 1,800 is copied into the Gross Sq Ft field and Saved on the Buildings form.



The screenshot shows the 'Buildings Detail form' with the following fields and values:

- Installation ID: 07432, Site: 01, *Agency: 03, 1205, Agricultural Research Service
- *Building ID: 1230B00000, LABORATORY/OFFICE
- *Property Type: STATE OWNED, *Org: 1230
- *Predominant Usage: LABORATORIES, RESEARCH OFFICE/LABOF, GSA Code: 74
- Status: EXISTING - OPERATIONAL
- Ownership: (empty), ☒ Exclude on FRPP
- Gross SqFt: 0, Total Space SqFt: 1,800 (highlighted with an orange box)
- ☐ Excluded from FRPC, ☐ Dev Rec S, Outgrant Indicator: N
- FRPC Status: (empty)
- Mission Dependency: MISSION CR, Mission Dep: (empty), Using Org: 1205
- Remarks: This space is utilized under a Specific Cooperative Agreement with
- Linked Land: (empty), Restrictions: (empty)

The Buildings Detail form

The Annual Agreement Cost for the use of this building is \$500. This works out to \$0.277777 or \$0.28 per Sq Ft. This amount was entered into the Avg/Cost/SqFt field which calculated the CRV to be \$504.00. Close enough.

Buildings

Building ID	Name
1230B00000	LABORATORY/OFFICE

Installation ID: 07432 Site: 01 Agency: 03 Org: 1205 Agricultural Research Service
 Property Type: STATE OWNED
 Predominant Usage: LABORATORIES Subcategory: RESEARCH OFFICE/LABORATORY
 Status: EXISTING - OPERATIONAL Ownership:
 Year Constructed: Date Last Inspected:
 Historical Status: EVALUATED, NOT HISTORIC
 Exclude on FRPP: ☒ Restrictions:

Facilities Condition

Year	Method	GSF	Avg./Cost/SqFt	CRV	Deferred Maintenance	WCF Rate	WCF Collection	CI
2006	AvSqFt	1800	28	504.00				

The Buildings FMP form

USDA Owned Structures

CRV must be entered manually for all Structures based on your agency's established methodology. The CRV will be used to report Value on the FRPP.

Other Structures and Facilities

Type	Feature ID	Name
ROAD	1200000501	NORTH DRIVE ROAD
ABOVEGR	1200S00017	ABOVE-GROUND ST
ABOVEGR	1200S00023	ABOVE-GROUND ST
ABOVEGR	1200S00030	ABOVE-GROUND ST
RESERVOIR	1200S00042	RESERVOIR STATION
TRANSFOR	1200S00045	TRANSFORMER #04
FENCE	1200S00052	CHAIN LINK FENCE
FENCE	1200S00053	SECURITY FENCE
OIL TANK	1200S0014A	OIL TANK #014A
OIL TANK	1200S0014B	OIL TANK #014B

Installation ID: 09940 Site: 00 Agency: 03 Org: 1205 Agricultural Research Service
 Property Type: USDA OWNED
 Predominant Usage:
 Status: EXISTING - OPERATIONAL Historical Status: NATIONAL REGISTER ELIGIBLE - NRE
 Year Constructed: 1947 Date Last Inspected:
 Exclude on FRPP: ☐ Restrictions:

Facilities Condition

Year	Method	GSF	Avg./Cost/SqFt	CRV	Deferred Maintenance	WCF Rate	WCF Collection	CI
2006				162,230.00	11,356.00			93.0001

The Other Structures and Facilities FMP form

USDA Leased

The lease line item amount for each leased structure will be the reported Value on the FRPP.

*Asset ID	*Name	*Type	*Predominant Usage	*Units	*UOM	*Price/UOM	Line Total
020	TOWER SITE	COMMUNICAT	COMMUNICATION S	50 SF		12.0	600.00

The Other Structures page on the FRPP X-plorer form

State Owned and Foreign Owned Structures

Using the Facility Master Plan form/Other Structure and Facilities tab, enter the agreement cost or the portion of the agreement cost that is attributed to the use of the Structure into the CRV field. This the amount reported as Value.

Land Use Records

CRV must be entered manually for all Land Use records based on your agency's established methodology. The CRV will be used to report Value on the FRPP.

Land Use

Land Unit ID	Name
1230000002	SCA LAND 4 ACRES

Facilities Condition

Year	CRV	Deferred Maintenance CI	FCR
200	3,200.00	640.00	80.0000

The Land Use CRV field

Condition Index

This data element indicates the asset's overall condition at a specific point in time. It is calculated as the ratio of repair needs to plant replacement value (PRV). CPAIS calculates the Condition Index automatically from the Facility Master Plan form using the Current Replacement Value (CRV) and Deferred Maintenance, so you may need to complete some fields on that form.

Data Dictionary Definition

Condition Index (CI) is a general measure of the constructed asset's condition at a specific point in time. CI is calculated as the ratio of Repair Needs to Plant Replacement Value (PRV).

Formula: $CI = (1 - \$\text{repair needs} / \$\text{PRV}) \times 100$

Repair Needs: the amount necessary to ensure that a constructed asset is restored to a condition substantially equivalent to the originally intended and designed capacity, efficiency or capability. Agencies will initially determine repair needs based on existing processes, with a future goal to further refine and standardize the definition.

Plant Replacement Value (or functional replacement value): the cost of replacing an existing asset at today's standards (see data element #10 Value).

Notes:

- The CI will be reported as a “percent condition” on a scale of 0% to 100% (positive whole numbers; for cases in which the calculation results in a negative number, the percentage should be reported as zero).
- The higher the CI, the better the condition of the constructed asset.
- If the agency only owns, leases, or otherwise manages a portion of the constructed asset, only report condition of the owned, leased or otherwise managed portion of the inventory.

The CPAIS Connection

USDA Owned Buildings and Structures

Using the Facility Master Plan form, the Condition Index is calculated when the Deferred Maintenance field is populated. $\text{Deferred Maintenance} = \text{Repair Needs}$ and $\text{CRV} = \text{Plant Replacement Value}$. The formula above is used to determine the Condition Index. This is the process for both buildings and structures.

The screenshot displays the 'Facilities Master Plan' form. The 'Buildings' tab is active. On the left, a list of buildings is shown with 'Building ID' and 'Name'. The first entry is '1200800005' and 'OFFICE #005'. To the right, a detailed form for this building is shown. It includes fields for 'Installation ID' (08940), 'Site' (00), 'Agency' (03), '1205' (Agricultural Research Service), 'Property Type' (USDA OWNED), 'Predominant Usage' (OFFICE), 'Status' (EXISTING - OPERATIONAL), 'Year Constructed' (1942), 'Date Last Inspected', 'Historical Status' (NATIONAL REGISTER ELIGIBLE), 'Exclude on FRPP' (checkbox), and 'Restrictions'. Below this, the 'Facilities Condition' table is visible. The table has columns: Year, Method, OSF, Avg /Cost/SqFt, CRV, Deferred Maintenance, VVCF Rate, VVCF Collectio, and CI. The first row of data shows: Year 2006, Method AvSqFt, OSF 52580, Avg /Cost/SqFt 238.73, CRV 12,552,423.40, Deferred Maintenance 1,009,949.00, and CI 91.9542. The CI value is highlighted with an orange box.

Year	Method	OSF	Avg /Cost/SqFt	CRV	Deferred Maintenance	VVCF Rate	VVCF Collectio	CI
2006	AvSqFt	52580	238.73	12,552,423.40	1,009,949.00			91.9542

The Buildings FMP form

USDA Leased and Otherwise Managed Buildings and Structures

Leased and otherwise managed assets where your Agency is responsible for the maintenance of the property, enter the Repair Needs amount in the Deferred Maintenance field. Condition Index will be calculated using the data dictionary formula.

Land Use Records

Using the Facility Master Plan form/Land Use tab, the Condition Index is calculated when the Deferred Maintenance field is populated. $\text{Deferred Maintenance} = \text{Repair Needs}$ and $\text{CRV} = \text{Plant Replacement Value}$. The formula above is run to determine the Condition Index. This is the same process used for buildings and structures.

Facilities Master Plan

Buildings Other Structures and Facilities Land Use

Land Use

Land Unit ID	Name
1230000002	SCA LAND 4 ACRES

Installation ID 07432 Site 01 Agency 03 1205 Agricultural Research Service

Property Type OTHER Org 1230

Predominant Usage AGRICULTURAL

Type ADMINISTRATIVE_SITE

Status EXISTING - OPERATIONAL

Historical Status NOT EVALUATED

Exclude on FRPP ☐

Restrictions

Facilities Condition

Year	CRV	Deferred Maintenance	CI	P R
2006	3,200.00	640.00	80.0000	

The Land Use Condition Index field

Mission Dependency

Mission Dependency is the value an asset brings to the performance of the mission as determined by the governing agency. To determine Mission Dependency, answer Yes or No to the following four questions for each asset:

1. If this asset were eliminated, could the agency's strategic goals and objectives still be met?
2. If this asset were eliminated, would the health and safety of the public or agency employees be at a substantially increased risk?
3. Can the function/mission performed at this asset/facility be done through a more cost-effective or efficient process (i.e., contracted out) or at a more cost-effective facility?
4. Is this asset's primary purpose to provide emergency services or for national/local security purposes; i.e., serve as an Emergency Relocation Facility (ERF), perform a designated essential function (as defined in the Agency's COOP plan), or determined to be a mission critical facility as determined by the attached criteria?

Your answers to the four questions determine if the asset is considered Mission Critical, Mission Dependent (Not Critical), or Not Mission Dependent.

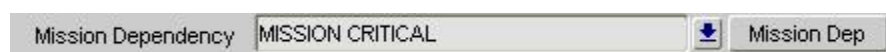
Data Dictionary Definition

Mission Dependency is the value an asset brings to the performance of the mission as determined by the governing agency (valid codes are in parentheses):

- Mission Critical (1) –without constructed asset or parcel of land, mission is compromised.
- Mission Dependent, Not Critical (2) –does not fit into Mission Critical or Not Mission Dependent categories.
- Not Mission Dependent (3) –mission unaffected.
- Not Rated (4) –used for DoD/BRAC properties only.

The CPAIS Connection

The Mission Dependency field is found on the Details tab of all the property forms and on the Explorer. The field is automatically populated with the findings created using the Mission Dependency form. Access this form by clicking the Mission Dep button. Answer the four questions. Save and click the Back button when done.



The Mission Dependency field

Annual Operating Costs

Annual Operating Costs take into account several factors, including maintenance, housekeeping, and utilities. For leases, you only report the annual lease cost and any expenses not covered by the lease.

Data Dictionary Definition

Annual Operating Costs consist of the following:

- Recurring maintenance and repair costs.
- Utilities (includes plant operation and purchase of energy).
- Cleaning and/or janitorial costs (includes pest control, refuse collection and disposal to include recycling operations).
- Roads/grounds expenses (includes grounds maintenance, landscaping and snow and ice removal from roads, piers and airfields).

Notes:

- For leases, agencies should report the full annual lease costs, including base and operating rent, plus any additional government operating expenses (as listed above) not covered in the lease contract.
- For properties where GSA signs the lease and delegates operating authority to the agency, agencies should provide GSA with operating and maintenance cost data (GSA will report the leased property). The agency-reported costs will be added to the full annual lease costs captured by GSA and GSA will report the total annual operating costs for the asset.
- Agencies are to provide actual costs annually.

The CPAIS Connection

USDA Owned

Annual Operating Cost will be derived based on the type of asset and the reported Value (CRV).

1. Building O&M cost will be calculated at 4% of CRV of the asset.
2. Other Structures O&M cost will be calculated at 1% of CRV of the asset.
3. FS will provide their agency specific 2% calculation of O&M costs for their Recreation sites through their I-Web system into CPAIS for reporting.

FRPP Data Elements

The derived Annual Operating Cost for USDA Owned assets is found on the Acquisition tab for all property forms and the Explorers. Click on the Annual Operating Cost Button. The amount displayed in the Annual Operating Cost field is derived by using the formulas above. Agencies can enter a different amount in the Agency Operating Cost Override field based on their agency's advice.

The screenshot shows the 'Acquisition' tab of a software interface. It contains several input fields and buttons. The 'Annual Operating Cost' button is highlighted with an orange rectangular box. Other visible fields include 'Acquired From', 'Acquisition Authority' (set to 'Misc. Pub. Laws'), 'Acquisition Date' (set to '01/01/1938'), 'Acquisition Method' (set to 'CONSTRUCTED'), 'Initial Acquisition Cost' (set to '\$2,000'), 'Appraisal Method', 'Appraisal Date', 'Current Value', and 'Fair Market Value'.

The Annual Operating Cost button

The screenshot shows a dialog box titled 'Annual Operating Cost'. It contains a table with three columns: '*Year', 'Annual Operating Cost', and 'Annual Operating Cost Override'. The first row of the table is highlighted in light blue and contains the values '09/07/2006', '610,601.02', and an empty field. The 'Annual Operating Cost' value '610,601.02' is highlighted with an orange rectangular box. A 'Close' button is located at the bottom left of the dialog box.

*Year	Annual Operating Cost	Annual Operating Cost Override
09/07/2006	610,601.02	

The Annual Operating Cost field

The screenshot shows a dialog box titled "Annual Operating Cost". It contains a table with three columns: "*Year", "Annual Operating Cost", and "Annual Operating Cost Override". The first row of the table has the following values: "09/07/2006", "610,601.02", and "599,258.00". The "Annual Operating Cost Override" column is highlighted with an orange border. Below the table is a "Close" button.

*Year	Annual Operating Cost	Annual Operating Cost Override
09/07/2006	610,601.02	599,258.00

The Annual Operating Cost Override field

USDA Leased, State Owned and Foreign Owned

Where a single asset is leased, the Annual Operating Cost is taken from the Annual Sum field found on the Lease tab. On leases where there is more than one asset included in the lease, the Annual Sum is derived for each individual asset based on data provided in the Unit of Measure (size and type) and Price per UOM for each asset. For buildings this is located in the Floor/Room Usage block.

The screenshot shows the "Lease" page with several tabs: "Lease", "Lease Cont.", and "Dates/Options". The "Lease" tab is selected. The page contains various fields for lease information. The "Annual Sum \$" field is highlighted with an orange border and contains the value "562,790.00".

*Agency	*Lease No.	*Expiration Date	*Managing Org	*Effective Date	*Annual Sum \$
FA 1201 Farm Service Agency	01-000-0	09/30/2008	01 ALABAMA	07/01/2005	562,790.00

The Annual Sum field on the Lease page

Main Location

Main Location is the primary address for the asset. By providing the Latitude and Longitude, you usually have fulfilled the Main Location requirement. In some cases, you may only have the address, and, for FRPP reporting, street/delivery address is acceptable for Main Location as well.

Data Dictionary Definition

Main Location refers to the street/delivery address for the asset or the latitude and longitude coordinates. Either of the following will be provided for the constructed asset or parcel of land:

- Street address.

OR

- Latitude and longitude (if no security concerns exist).

Notes:

For assets that do not have a specific street address and there is a security issue associated with reporting the latitude/longitude:

- Report the street address for the main gate or main entrance if the asset is located on an installation or campus.
- If there is no street address available, report the ZIP code in the Street Address field (as well as in ZIP code field). For assets in a geographic location that do not have a Zip code, report the name of the nearest city and country in the Street Address field (as well as the GLC codes in City and Country fields).

a.) STREET ADDRESS

Provide the Street Address in geo-codable format, i.e., an address that can be mapped by Geographic Information System (GIS) software or used by an overnight delivery service to deliver packages. An example of a geo-codable address is “123 Main Street.”

Do not use the following:

- Mailing address that is different than the location's address
- Building name
- Street corner (e.g., “Main & 1st”)
- Other description (such as a Post Office Box number)
- Symbols such as double quote (“), underline (_), plus (+), percent (%), and ampersand (&)

b.) LATITUDE

c.) LONGITUDE

Indicate both the Latitude and Longitude coordinates of the asset's physical address. Report Latitude and Longitude in either decimal format or degrees, minutes, seconds and direction.

The CPAIS Connection

Each property form has an Address tab. The Street Address field is on this tab

The screenshot shows the 'Address' tab of a software interface. It contains two main sections: 'Physical Address' and 'Mailing Address'. The 'Physical Address' section is highlighted with an orange border and contains the following fields: Street Addr. 1 (10301 Baltimore Ave), Street Addr. 2, State Name (MARYLAND), County/Country (PRINCE GEORGE'S), City Name (BELTSVILLE), Zip Code (20705), and Geo Loc Code (24010033). The 'Mailing Address' section contains similar fields: Street Addr. 1 (10301 Baltimore Ave), Street Addr. 2, State (MD), County/Country (Prince George's), City Name (Beltsville), and Zip Code (20705). At the bottom of the tab, there are three buttons: 'Building Contacts', 'Lat/Long' (highlighted with an orange box), and 'Congressional District'.

The Address page

If the asset does not have a street address (the property is found at the top of a mountain), the Latitude and Longitude can be entered instead. To access the Lat/Long form, click on the Lat/Long button found at the bottom of all Address tabs.

The screenshot shows a dialog box titled 'Location Coordinates'. It contains a table with the following columns: Location Type, *Longitude, *Latitude, Elevation, and Elevation Unit. The first row is filled with 'PERIMETER POINT', '-118.23658200', '44.23698500', and empty fields for Elevation and Elevation Unit. There are four empty rows below. A 'Close' button is located at the bottom left of the dialog box.

The Location Coordinates page

Real Property Unique Identifier

The Real Property Unique Identifier serves as the serial number for the asset. In CPAIS, this number is generated automatically each time a new record is added. It's called a Control Number (CN). You can't create or change an asset's CN; it's completely system generated.

Data Dictionary Definition

Real Property Unique Identifier is a code that is unique to a real property asset that will allow for linkages to other information systems. The Real Property Unique Identifier is assigned by the Reporting Agency and can contain up to 24 alpha-numeric digits.

The CPAIS Connection

Here's one element you do not need to worry about at all. Celebrate!

City, State, Country, County, Congressional District, and ZIP Code

So far, you've read about each element individually. In this topic, we're going to look at six data elements because you are probably familiar with their definitions already. City, State, Country, County, Congressional District, and ZIP code are those parts of an asset's physical address that you would expect them to be. For FRPP reporting, City, State, County, and Country need to be the same as those in the Geographic Location Code (GLC) table; ZIP code is the official ZIP code as determined by the United States Postal Service; and Congressional District is the territorial division of a State from which a member of the United States House of Representatives is elected (thanks, Webster).

Data Dictionary Definition for City

Provide the 4-digit GLC for the City or town associated with the reported Main Location in which the land, building, or structure is located.

Data Dictionary Definition for State

Provide the 2-digit GLC for the State or District of Columbia associated with the reported Main Location in which the land, building, or structure is located.

Data Dictionary Definition for Country

Provide the 3-digit GLC for the Country associated with the reported Main Location in which the land, building, or structure is located.

Data Dictionary Definition for County

Provide the 3-digit GLC for the County associated with the reported Main Location in which the land, building, or structure is located.

Data Dictionary Definition for Congressional District

Provide the value for the Congressional District associated with the reported Main Location in which the land, building, or structure is located.

Notes:

- When agencies report the Congressional District for an asset, FRPP cross-references the ZIP code of the asset and suggests a Congressional District value, which may be ignored by the agency if it so chooses.
- Congressional District is a 20-character alpha-numeric field, as assets may be located in multiple Congressional Districts.

Data Dictionary Definition for ZIP code

Provide the 5-digit ZIP code associated with the reported Main Location in which the land, building, or structure is located and, if known, the additional 4-digit ZIP code suffix.

The CPAIS Connection

As mentioned before, each property form has an Address Tab. As you complete the Physical Address data, the GLC is created. For assets in the United States, ZIP Code also needs to be added and the Congressional District completes the data required for these six locative data elements. The Congressional District form is accessed by clicking on the Congressional District button. For really big assets, more than one Congressional District can be entered.

The screenshot shows the 'Address' tab of a software interface. It contains two main sections: 'Physical Address' and 'Mailing Address'. The 'Physical Address' section has fields for Street Addr. 1 (10301 Baltimore Ave), Street Addr. 2, State Name (MARYLAND), County/Country (PRINCE GEORGE'S), City Name (BELTSVILLE), Zip Code (20705), and Geo Loc Code (240100033). The 'Mailing Address' section has fields for Street Addr. 1 (10301 Baltimore Ave), Street Addr. 2, State (MD), County/Country (Prince George's), City Name (Beltsville), and Zip Code (20705). At the bottom, there are three buttons: 'Building Contacts', 'Lat/Long', and 'Congressional District'. The 'Congressional District' button is highlighted with an orange box.

The Address page

The screenshot shows a window titled 'Building/Congressional District'. Inside, the title is 'Congressional District'. There is a table with two columns: '*ID' and '*Name'. The first row contains '01' and '1ST CONGRESSIONAL DISTRICT OF MARYLAND'. There are several empty rows below. A 'Close' button is at the bottom left.

*ID	*Name
01	1ST CONGRESSIONAL DISTRICT OF MARYLAND

The Congressional District form

Installation/Sub-installation

The Installation/Sub-installation data element consists of three sub-elements: Installation ID, Sub-Installation ID, and Installation Name. All assets reported on the FRPP must be linked to a Sub-Installation known as an Installation Site in CPAIS.

Data Dictionary Definition

a.) INSTALLATION ID

Installation –Land, buildings, other structures, or any combination of these. Examples of installations are a hydroelectric project, office building, warehouse building, border station, base, post, camp, or an unimproved site.

Provide a 24-digit alpha-numeric code for the Installation ID assigned by the reporting agency.

b.) SUB-INSTALLATION ID

Sub-Installation –Part of an installation identified by a different geographic location code than that of the headquarters installation. An installation must be separated into sub-installations (and reported separately) when the installation is located in more than one state or county. However, an agency may elect to separate an installation into sub-installations even if the installation is not located in more than one state or county.

Provide a 6-digit alpha-numeric code for the Sub-Installation ID assigned by the reporting agency.

c.) INSTALLATION NAME (OPTIONAL)

Installation Name –Installation Name is an optional data element. An installation name can be the building name in the case of a single building installation or the name of the entire installation as in the case of an agency campus. You may not use symbols such as quotes (“), underline (_), plus (+), percent (%), and ampersand (&).

Provide up to 100 alpha-numeric digits for the Installation Name assigned by the reporting agency.

The CPAIS Connection

All USDA Owned, USDA Leased, State Owned and Foreign Owned property records are required to be linked to an Installation and Installation Site (Sub-Installation). There are two ways to find out if a property record is missing an Installation Site link. One is to look at the Installation ID and Site fields on all the property forms. If these fields are blank and the property type (legal interest) is one listed above, the link is missing.

Details | Details Cont. | Address | Operation/Energy | Acquisition | Accessibility

Installation ID Site Agency FA 1201 Farm Service Agency

*Building ID 01-003-4 BALDWIN/MOBILE COUNTY

*Property Type USDA LEASED *Org 01

*Predominant Usage ALL OTHER OFFICE, ALL OTHER GSA Code 80

Status EXISTING - OPERATIONAL Status

Ownership Exclude on FRPP

Gross SqFt 3,827 Total Space SqFt

☐ Excluded from FRPC ☐ Dev Rec Site Outgrant Indicator N

FRPC Status

Mission Dependency MISSION DEPENDENT, NOT CRITICAL Mission Dep Using Org 1201

Remarks

Linked Land Restrictions

The Details page

The second way to identify missing required links is to use the Assign Property to Installation Site. Use this form to query records missing the link. If a property is listed, the link must be created using this form. If the property record is in some other way an erroneous record then other data elements should be coded so that it is not a candidate for the FRPP. The record may also be deleted if other program areas (accounting) are not affected.

To link records using the Assign Property to Installation Site form, click the List of Values button next to the Installation Site fields. Select the correct Installation Site from the list and click OK. Place a checkmark in the Assign to Site box (far left of property record). Click Save. The record will now be linked to the designated Installation Site.

Version: 1.1.3 User: USODB01@cprd Domain:ocfo.usda.gov

Assign Property to Installation Sites

Buildings | Land Acquisitions | Land Use | Pooled Assets | Other Structures

Installation Site 01000 02 BALDWIN/MOBILE COUNTY OFFICE

Assign to Site ☒

Agency	Org	Type	Category	ID	Name	Created Date	Created By	*Installation ID	*Site
A	01	BUILDING	ALL OTHER	01-003-4	BALDWIN/MOBILE COUNTY	06/09/1999	DATA CONVE	01000	02
A	01	BUILDING	ALL OTHER	01-035-6	CONELUH COUNTY	06/09/1999	DATA CONVE		
FA	01	BUILDING	ALL OTHER	01-045-5	DALE COUNTY	06/09/1999	DATA CONVE		

The Assign Property to Installation Sites form

Restrictions

This data element specifies if there are any limitations on the asset's use, such as an environmental restriction. There are quite a few restrictions (read the full definition for a list), and CPAIS allows you to enter more than one restriction for each reported asset. You also should report partial restrictions.

Data Dictionary Definition

Restrictions are limitations on the use of real property. Provide one or more of the following values for each building, structure, and parcel of land (valid codes are in parentheses):

- Environmental Restrictions (1): cleanup-based restrictions, etc.
- Natural Resource Restrictions (2): endangered species, sensitive habitats, floodplains, etc.
- Cultural Resource Restrictions (3): archeological, historic, Native American resources, except those excluded by EO 13007, Section 304 of the National Historical Preservation Act, etc.
- Developmental (improvements) Restrictions (4)
- Reversionary Clauses from Deed (5)
- Zoning Restrictions (6)
- Easements (7): including access for maintenance rights, etc.
- Rights-of-Way (8)
- Mineral Interests (9)
- Water Rights (10)
- Air Rights (11)
- Other (12)
- Non-Applicable (13)

The CPAIS Connection

The Restrictions button is found at the bottom of each property Details tab. Click this button to launch the Restriction pop-up form. Use the list to enter Restriction values. More than one, but at least one, Restriction can be entered per property record.

The screenshot shows a software window titled "Restrictions" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, there is a section labeled "Restrictions" with a sub-header "*Type of Restriction". Below this, there is a list of restriction types, each with a corresponding checkbox. The first item is "NON APPLICABLE". The second item, "ENVIRONMENTAL RESTRICTIONS", is highlighted in blue. Other items in the list include "NATURAL RESOURCE RESTRICTIONS", "CULTURAL RESOURCE RESTRICTIONS", "DEVELOPMENTAL RESTRICTIONS", "REVERSIONARY CLAUSES", "ZONING RESTRICTIONS", "EASEMENTS", "RIGHTS-OF-WAY", "MINERAL INTERESTS", "WATER RIGHTS", "AIR RIGHTS", "OTHER", and "NON APPLICABLE". To the right of the list, there is a "Find:" text box. Below the list, there is a "Close" button. At the bottom right of the window, there are three buttons: "Find", "OK", and "Cancel".

*Type of Restriction	Find %
NON APPLICABLE	
ENVIRONMENTAL RESTRICTIONS	
NATURAL RESOURCE RESTRICTIONS	
CULTURAL RESOURCE RESTRICTIONS	
DEVELOPMENTAL RESTRICTIONS	
REVERSIONARY CLAUSES	
ZONING RESTRICTIONS	
EASEMENTS	
RIGHTS-OF-WAY	
MINERAL INTERESTS	
WATER RIGHTS	
AIR RIGHTS	
OTHER	
NON APPLICABLE	

The Restrictions form

Review

This tutorial covered all of the required data elements for FRPP reporting. If you need additional information or support, try the following resources:

- [GSA FRPP Web Site](#)
- [CPAIS Web Site](#)
- [CPAIS Online Help](#)
- [CPAIS HelpDesk Knowledgebase](#)